



United States
Department of
Agriculture

National Institute
of Food and
Agriculture



The Leadership Management Dashboard (LMD) User Guide:

Activities

SYSTEM VERSION: 5.0

DOCUMENT VERSION: 1.0

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Contact Us:

For general questions about this application, or support for the Reporting Portal and Logging in:
electronic@nifa.usda.gov (Tier 1 support for all users)

Document Comments:

We value your feedback on this document. Please email your comments to
LMDsupport@nifa.usda.gov. (Tier 2 support for Internal Staff)

Hours: M-F 7AM – 3:30PM

Troubleshooting for second tier IT Support:

LMDfeedback@nifa.usda.gov (Tier 3 Support)

This document was created by users for users. We value your feedback! The Planning, Accountability and Reporting Staff (PARS) at NIFA has super-users that may be able to help if you encounter problems:

Laurie Fortis: lfortis@nifa.usda.gov Falita Liles: fliles@nifa.usda.gov or

Bart Hewitt: bhewitt@nifa.usda.gov (Supervisor)

Please remember, the data shown in this guide may not be available to the public. This guide is intended for internal use only.

User Guide Organization:

Guides are available under the “Help” link. The Basic Navigation Guide shows you the basics of LMD. Every other guide is specific to one “Tab” in LMD, which are listed below. To download the complete Guide, please visit the Intranet site: <http://intranet.nifa.usda.gov/groups/OfficesUnits/OA/PA/Reporting>

Tab	User Guide
General Introduction Guide	1 - Basic Navigation in LMD – User Start Guide v1.0
Activities	Activities User Guide v1.0
Analyze	Analyze User Guide v1.0
AREERA POW	AREERA POW User Guide v1.0
Awards	Budget and Awards User Guide v1.0
Search	Enterprise Search User Guide – Faceted Search Overview v1.0
Search	Enterprise Search User Guide v1.0
Goals	Goals and Portfolios User Guide v1.0
Portfolios	Goals and Portfolios User Guide v1.0
My Snapshots	My Snapshots User Guide v1.0
State Snapshots	State Snapshots User Guide v1.0
Workload	Workload User Guide v1.0
CRIS Classification Reference	My Snapshots User Guide v1.0

Activities

My Projects & Alerts – This page shows a personalized staff level view of recently changed projects, the total number and status of all the formula and non-formula projects they are working with from previous years and Alerts for recent changes or Technical Reports that are submitted or overdue. Clicking a number on this page will display the corresponding list of projects.

Note: These numbers include older projects in CRIS and newer projects in REEport. However, REEport project information cannot be displayed at this time.

My Multistate – This page shows a personalized view of the user's Multistate projects.

Agency Projects & Alerts – Shows an overall cross-agency view of Projects and Alerts for everyone, grouped by State and Sponsoring Agency.

Agency Multistate – This sub-tab shows all the Multistate projects administered by NIFA according to Region and NIMSS Project Type.

Purpose and Data Sources:

The Activities tab is designed for post-award management for Program Staff using an overall Agency view, or personalized staff level view. The personalized view sub-tabs include **My Projects & Alerts** and **My Multistate**.

The **My Projects & Alerts** page shows the user's "Alerts" on the left side of the page, and the project status on the right side, for all the projects in the user's portfolio.

Alerts include your recently awarded projects, projects submitted to CRIS, new capacity project assignments in CRIS, and projects with recent status changes. Progress and Termination Reports are also tracked in this table, but the numbers are cumulative, so that if AMD had administratively closed an award in C-REEMS the project will still appear in these totals, since it was never closed in CRIS or REEport. These numbers are dependent on both the "Assignment" settings and the quality of the data in our systems.

Project Status shows the total number of each major type of project in the reporting systems assigned to you. These totals include all projects from CRIS and REEport. Clicking the number of projects anywhere on this page will open up a list of projects. However, REEport project information will be missing from the list until LMD and REEport can communicate directly.

The **settings** for the two personalized sub-tabs are at the top of each page where the “Assignment” on the My Projects & Alerts page is shown, and the “User” on both pages may be selected.

The screenshot shows the USDA LMD 5.0 interface. The top navigation bar includes links like Home, Budget, Awards, Activities, My Snapshots, State Snapshots, AREERA POW, Workload, Goals, Portfolios, Analyze, and Search. Below this is a sub-navigation bar with My Projects & Alerts, My Multistate, Agency Projects & Alerts, and Agency Multistate. The main content area is titled 'My Projects and Alerts' and contains a 'User' dropdown menu set to 'Fortis, Laurie' and an 'Assignment' section with three checkboxes: 'C-REEMS Program Privileges' (checked), 'CRIS Project Reviewer List' (unchecked), and 'Programmatic Contact' (unchecked). A 'Show Results' button is at the bottom.

The “User” will automatically be the person logged into LMD, and the “Assignment” will set to C-REEMS Program Privileges. These settings govern what projects will show in the tables on the personalized pages.

C-REEMS Program Privileges:	The projects for each program the user is assigned to in eAM, which allows them to access the program information in C-REEMS
CRIS Project Reviewer List:	The Capacity projects the user is assigned to review in REEport/CRIS.
Programmatic Contact:	The projects the user is the programmatic Point of Contact for in C-REEMS

You may view another user’s projects by obtaining a proxy for them through customer support. If you have permission to view other user’s projects, then you may select the “User” to view from the drop down box and click “Show Results” for the projects to show in the tables below.

The **My Multistate** sub-tab shows a list of the Hatch Multistate projects the user is assigned to administer. This information, and the information for the Agency Multistate projects, is pulled from the NIMSS system administered by the University of Maryland. Each Project ID may be the parent project for many sub-projects. Clicking the title of the project will open the project page in NIMSS on a new tab of your browser. To view the general information for any Multistate project click the arrow next to the Project ID or click “Expand All”

Expand All							
Project ID	Title	Number of NIFA Projects	Start Date	End Date	Region	Project Type	
NC1179	Food, Feed, Fuel, and Fiber: Security Under a Changing Climate		10/01/2014	09/30/2019	North Central	Multistate Research Project	
Administrative Advisors		NIFA Representatives		Participating Stations			
F. Abel Ponce de Leon		Knighton, Raymond		NYG, ND, MO, TX, KS, WY, IL, MT, VA, MS, FL, NYC, SD, NE, MI, UT, IN, WA, AK, TN, KY, AL			

The Agency level views of projects are found under the **Agency Projects & Alerts** and **Agency Multistate** sub-tabs. For Agency Projects & Alerts, the Sponsoring Agency may be chosen from the list of USDA and Cooperating Institutions (State level funding) that issue research agreements. This tab also shows the projects by State. The **Agency Multistate** sub-tab shows a complete list of Hatch Multistate projects organized by Project ID in the same way as the My Multistate sub-tab. This list can be narrowed down by the Multistate Region or Multistate Type of project. NIMSS project types may include Advisory Committee, Education/Extension and Research Activity, Multistate Research Project, Coordinating Committees, or National Research Support Project. Multistate project types are described below.

Multistate Project Types, Regions and Naming conventions:

Project Type	Northeast	North Central	Southern	Western
Multistate Research Project - Projects that involve integrated, potentially interdisciplinary, and multistate activities; have expected outcomes, including original research results; convey knowledge; and are peer reviewed	NE-xxx	NC-xxx	S-xxx	W-xxx
500 Series - Committees formed, for a maximum of two years, to provide a mechanism for response to acute crises, emergencies, and opportunities using the multistate research approach. Activities may range from formally organized research on targeted objectives to very informal research coordination or information exchange activity; have expected outcomes; convey knowledge; and are peer reviewed (includes Rapid Response Research Activities)	NE-5xx	NC-5xx	S-5xx	W-5xx
National Research Support Project (NRSP) - Activities that focuses on the development of enabling technologies, support activities (such as to collect, assemble, store, and distribute materials, resources and information), or the sharing of facilities needed for high priority research, but which is not of itself primarily research; funded through off-the-top MRF Hatch appropriations; and are peer reviewed.	NRSP-xx	NRSP-xx	NRSP-xx	NRSP-xx
Coordinating Committees - Activities that provide a mechanism for addressing critical regional issues where multistate coordination or information exchange is appropriate within a function (i.e. research, education or extension); have expected outcomes; convey knowledge; and are peer reviewed.	NECC-xxx	NCCC-xxx	SCC-xxx	WCC-xxx
Education/Extension and Research Activity - Activities that serve to integrate education (academic and/or extension) and research on a particular topic where multistate coordination or information exchange is appropriate; have expected outcomes; convey knowledge; and are peer reviewed.	NEERA-xxx	NCERA-xxx	SERA-xxx	WERA-xxx
Development Committee - Committees formed for less than two years for the purpose of developing a Multistate Activity; have the expected outcome of a full proposal for a particular Multistate Activity; and are peer reviewed.	NEDC-xxx	NCDC-xxx	SDC-xxx	WDC-xxx
Advisory Committee - Committees of department chairs/heads from a particular discipline that exchange information and serve a multistate administrative function	NEAC-xx	NCAC-xx	SAC-xx	WAC-xx

through review of activities, but are not peer reviewed.				
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(Excerpt from MRF-Guidelines Revised 050613 developed by the SAES Directors, in cooperation with NIFA and ESCOP)

Project Types refers to the CRIS designation for the Program Area of the projects under that Area:

Project Type	Description
NRI Competitive Grant	National Research Initiative Projects
Small Business Grant	Projects under the Small Business Innovation Research Program
SERD Grant	Science and Education Resources Development Program
3D Grant	Smith-Lever 3D Grants
Special Grant	Formerly earmark programs; Currently these are administrative Grants to specific States for regional agricultural support
Cooperative Agreements	Type of award similar to a grant, but where responsibilities may be split between the grantee and NIFA.
Other Grants	Grants not falling under the previous types. Includes Section 1447 Facilities, Community Foods, Biotechnology Risk Assessment, Rural Youth Development, Methyl Bromide Transitions, NRE-Admin, National Integrated Food Safety Initiative, Native American Outreach, Higher Ed Challenge, Outreach for Disadvantaged Farmers and Ranchers, Canola, etc.
McIntire-Stennis	Capacity program supporting state institutions' cooperative forestry research
Hatch	SAES capacity program associated with Plans of Work
Animal Health	Capacity program providing state support for animal diseases
Evans Allen	1890 capacity program for agricultural research
RREA	Renewable Resources Extension Act
State	State funded agricultural projects
Agency Project Types	Include USDA Grant, USDA Inhouse, USDA Cooperative Agreement, and USDA Contracts.